

**TOWN OF ARLINGTON
MASSACHUSETTS**

REQUEST FOR PROPOSAL

The Town of Arlington is seeking proposals from qualified individuals and firms for professional services for the following:

BID #13-30 DEVELOPMENT OF PARKING MANAGEMENT PLAN/ARLINGTON CENTER

The Town of Arlington, acting thru the Town Manager seeks proposals from a qualified individual or firm to analyze parking supply, demand, location and pricing in Arlington Center and to develop a Parking Management Plan with specific strategies to alleviate real and perceived parking problems in the Arlington Center commercial district.

Proposals are invited and will be received by the Town Manager, Town of Arlington, Massachusetts on or before **2:00 P.M. Tuesday September 24, 2013** at the Town Manager's Office/Purchasing Department, Town Hall Annex, 730 Massachusetts Avenue, Arlington MA 02476-4908.

Five (5) copies of technical proposal shall be submitted in a sealed envelope marked "**Bid #13-30 Development of a Parking Management Plan for Arlington Center - Technical Proposal**" and one (1) copy of the price proposal in a sealed envelope marked "**Bid #13-30 Development of a Parking Management Plan for Arlington Center - Price Proposal**"

Proposals delivered after the appointed time and date will not be considered.

Contact Domenic R. Lanzillotti, Purchasing Officer at 781-316-3003 or email at dlanzillotti@town.arlington.ma.us for Proposal Documents.

Bid Documents available for viewing and downloading on Town website:
www.arlingtonma.gov/purchasing

The Town Manager reserves the right to cancel any request for proposals, to reject in whole or in part any and all proposals when it is deemed in the best interest of the Town of Arlington to do so.

TOWN OF ARLINGTON
Adam W. Chapdelaine
Town Manager

August 23, 2013

REQUEST FOR PROPOSALS

DEVELOPMENT

OF A

PARKING MANAGEMENT PLAN

FOR

ARLINGTON CENTER

August 22, 2013

The Town of Arlington seeks a qualified individual or firm to analyze parking supply, demand, location, and pricing in Arlington Center and to develop a Parking Management Plan with specific strategies to alleviate real and perceived parking problems in the Arlington Center commercial district.

BACKGROUND

Arlington Center is one of three main commercial centers in the Town of Arlington. Mass. Ave. is a major vehicular thoroughfare that runs the length of Arlington, and runs through Arlington Center. Other major bisecting streets are: Pleasant Street and Mystic Street (Route 60), and Medford Street. Commercial uses include the Regent Theater, a number of restaurants, retail shops and offices. Arlington Center also includes both residential and civic uses. Within the extended borders of Arlington Center are the Town Hall, the Town's main library, a fire station, the Senior Center, US Post Office, three churches, and two parochial schools. Residential uses include elderly public housing, a new, market rate, residential rental development of about 150 units, and a small number of second story residential units over commercial uses. It is a transportation hub, where 6 bus routes come together. The Minuteman Bikeway cuts through the Center. Mass. Ave. and Arlington Center must accommodate transit users, pedestrians and bicyclists as well as vehicles.

The common perception in town is that a parking shortage exists in Arlington Center. However, there is some evidence that the condition could be improved with better parking management, and more efficient use of both on street and off street parking. Arlington Center has a total of 500 parking spaces in publicly owned on street and off street spaces.

- The Russell Common Parking Lot has 234 spaces. About half are metered and the other half are reserved for permit users. The primary permit holders are affiliated with Arlington Catholic High School. Other permit holders include local employers. The metered price is

Request for Proposals

Arlington Center Parking Management Plan

\$.50 per hour. The meters are not well maintained and are a source of frustration for parkers. This is also the site of the Farmers Market, one afternoon a week from late June through October.

- The Railroad Avenue Lot has 41 spaces, also metered, and in the same condition.
- A third lot, with about 12 spaces in a more remote location off of Mill Street is underutilized.
- There are about 160 on street spaces in the Study Area. These spaces are unmetered. Most have a one hour time limit, but the time limits range from 15 minutes to two hours, and some are unrestricted.

An additional issue that has an impact on parking is the presence of two schools on Medford Street with associated parking needs. One is an elementary school, and the other a small high school where both students and staff need parking. Many get parking permits but others park for free in residential neighborhoods.

Project Area

For the purposes of this study, Arlington Center is defined as the area roughly bounded by Academy Street to the west, Franklin Street to the east, Chestnut Street to the north, and Maple Street to the south. See attachment 1, Proposed Parking Study Area, for exact boundaries.

PROJECT GOALS**1. Parking Goals for Arlington Center**

- a) Manage existing parking better for various users, including customers and employees.
- b) Support businesses, institutions, customers and other users in the Center.
- c) Reduce parking demand where possible.

SCOPE OF WORK

- a) **Data Collection.** In November, 2012, a Working Group of the Town's Transportation Advisory Committee (TAC WG) hired Precision Data Industries to collect data on parking occupancy and turnover in Arlington Center. Data was collected for public parking, both on street and in Town owned parking lots, and in 2 privately owned lots. It was collected on a Thursday and a Saturday between 8 am and 8 pm. The parking data and the associated report to the Board of Selectmen are attached at attachments 2 and 3. The consultant will collect any additional spot data as needed to verify previous data, and to help understand existing parking use in Arlington Center, and real parking demand for weekday and weekend use.
- b) **Outreach and Meetings.**
 - i. Meet up to 5 times with Arlington Center Parking Study Working Group.
 - ii. Conduct one public meeting with businesses and residents to understand Town concerns about parking.
 - iii. Present draft Parking Management Plan at one public meeting.
 - iv. Present final Parking Management Plan to Board of Selectmen.
- c) **Draft Parking Management Plan** that meets the Goals stated above and incorporates views of the users. Plan should discuss adequacy of existing supply and measures to best

Request for Proposals

Arlington Center Parking Management Plan

meet demand for parking. Plan should consider various strategies including but not limited to the following:

- appropriate parking pricing
- use of parking meters, kiosks, etc.
- appropriate parking time limits
- expansion of supply through structured parking, shared parking of private lots, or other means
- reduction of demand through improving bike and pedestrian access, encouraging transit, real time parking availability information, park once strategy, or other means

Plan shall also make recommendations to the Town on number and location of handicapped parking spaces and taxi stands.

Plan should include recommendations for implementation, including projected revenue and costs with a goal of revenue neutrality at a minimum, and a recommendation for appropriate equipment.

- d) **Final Parking Management Plan**, following presentation to the public and incorporating comments as appropriate.

TIMELINE AND COSTS

The selected firm/individual should be prepared to begin the project no later than November 1, 2013 and all work completed by February 28, 2014.

Total costs for the project are not to exceed \$25,000. Price should include 20 hard copies of final plan and 1 electronic copy (as a word document) to the Department of Planning and Community Development.

EVALUATION CRITERIA

1. Knowledge of downtown development and revitalization evidenced by a degree in planning or public administration and work related experience.

Highly Advantageous: Advanced degree and a minimum of five years related experience.

Advantageous: A degree and three to four years experience.

Not advantageous: A degree and less than three years experience

Unacceptable: No degree and less than three years experience.

2. Familiarity with retail parking needs and current parking management strategies.

Highly Advantageous: A combination of six or more years experience with similar projects.

Advantageous: A combination of three to five years experience with similar projects.

Not Advantageous: Less than three years experience with similar projects.

Unacceptable: No experience with similar projects.

3. Ability and knowledge to serve as a resource to the Town as evidenced by direct involvement in projects utilizing parking management strategies, such as park once, parking pricing, projects utilizing public-private ventures, or innovative parking practices.

Highly Advantageous: Substantial involvement in five or more such projects.

Advantageous: Substantial involvement in less than three such projects.

Request for Proposals

Arlington Center Parking Management Plan

- Not Advantageous:* Involvement in at least two such projects.
- Unacceptable:* No demonstrated experience in such projects.
4. Ability to work in coordination with Town residents, businesses, boards, officials and public agencies.
- Highly Advantageous:* Provides five or more recent examples demonstrating experience and ability to work effectively with above groups.
- Advantageous:* Provides two to three examples demonstrating experience and ability to work effectively with above groups.
- Not Advantageous:* Demonstrates minimal experience and ability to work effectively with above groups.
- Unacceptable:* Past experience and/or demeanor indicate ineffective ability to work with above groups.

PROPOSALS

To be considered, proposals should be no longer than 20 pages, and should include the following:

1. Name and address of firm/individual responding to RFP.
2. A narrative including qualifications of firm/individual.
3. Staffing Plan and Methodology for development of the Plan.
4. Identification and resume of project manager.
5. Proposed timeline.
6. Evidence of insurance coverage, including general and professional liability and worker's compensation insurance.
7. A separate price proposal in a sealed envelope.

The RFP is available at the Town Managers Office/Purchasing Dept., Arlington Town Hall Annex, 730 Mass. Ave., Arlington, MA 02476, or by calling 781 316-3003.

Questions and/or comments may be submitted to Laura Wiener via phone or email as noted below.

Email: lw Wiener@town.arlington.ma.us

Phone: 781 316-3090

Proposals are due by 2:00 PM on Tuesday September 24, 2013. Please submit 5 copies of Technical Proposal and 1 copy of Price Proposal. Proposals should be submitted to:

Dominic Lanzillotti, Purchasing Agent
Office of the Town Manager
Arlington Town Hall
730 Mass. Ave.
Arlington, MA 02476

Attachment 1. Proposed Parking Study Area

Attachment 2. Parking Data

Attachment 3. Memo to Board of Selectmen

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

(Signature of individual submitting bid or proposal)

(Name of individual submitting bid or proposal)

Name of Business

Date

Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under the penalties of perjury that I have complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.


Social Security Number or
Federal Identification Number

Signature of Individual or Responsible
Corporate Officer and Title

**NON-COLLUSION FORMS
MUST BE SIGNED AND
SUBMITTED WITH BID**



LEGEND

 Proposed Boundary



PRECISION
D A T A
INDUSTRIES, LLC

P.O. Box 301, Berlin, MA 01503
Office: 508.461.3999 Fax: 508.545.1234
Email: datarequest@pdilc.com

Arlington Center Occupancy Study

Lots 8am-8pm

Date: 11/15/2012

Time:	Russell Common Lot			Railroad Lot			Winslow Street		Russell Terrace		Library Lot	
	Regular	Handicap	Permit	Regular	Handicap	Bank	Regular	Handicap	Regular	Handicap	Regular	Handicap
8:00 AM	13	0	68	10	0	3	3	0	1	0	18	0
9:00 AM	24	0	72	16	1	12	5	0	2	0	43	0
10:00 AM	31	0	89	20	0	17	10	0	2	0	46	1
11:00 AM	35	0	93	23	1	21	10	0	7	0	47	0
12:00 PM	33	0	100	30	0	15	6	0	7	0	45	0
1:00 PM	36	0	96	40	1	19	6	0	6	0	57	0
2:00 PM	41	0	95	33	2	21	7	0	6	0	56	0
3:00 PM	36	0	81	30	0	14	4	0	4	0	58	0
4:00 PM	31	1	55	40	0	17	3	0	4	0	67	2
5:00 PM	58	1	72	42	1	26	3	0	3	0	62	1
6:00 PM	61	1	139	41	0	25	4	0	2	0	60	1
7:00 PM	66	2	135	56	1	35	9	0	2	0	63	1



PRECISION
D A T A
INDUSTRIES, LLC

P.O. Box 309 Boston, MA 02103
Office: 508.481.3999 Fax: 508.545.1234
Email: datarequests@pdinc.com

Arlington Center Occupancy Study

Lots 8am-8pm

Date: 11/15/2012

Time:	Swan Street		E Cambridge Bank		Jamin Java		Broadway (Franklin to Webster	
	Regular	Handicap	Regular	Handicap	Regular	Handicap	Regular	Handicap
8:00 AM	6	0	2	0	8	0	0	0
9:00 AM	8	0	8	0	16	0	6	1
10:00 AM	7	0	11	1	20	1	23	2
11:00 AM	7	0	12	0	17	0	23	3
12:00 PM	8	0	8	1	15	0	20	4
1:00 PM	6	0	11	1	11	0	21	5
2:00 PM	6	0	8	0	16	0	19	6
3:00 PM	7	0	6	1	11	0	22	7
4:00 PM	7	0	13	1	15	1	21	8
5:00 PM	4	0	10	0	18	0	17	9
6:00 PM	5	0	9	1	8	0	21	10
7:00 PM	3	0	6	1	11	0	24	11



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D A T A
INDUSTRIES, LLC

P.O. Box 301 Berlin, MA 01503
Office: 508-481-1997 Fax: 508-545-1234
Email: datarequests@pdic.com

Arlington Center Occupancy Study
Streets 6-8pm
Date: 11/15/2012

Street:	Side:	Location:	6:00 PM		7:00 PM	
			Regular	Handicap	Regular	Handicap
Mass Ave	South	Between Academy and Town Hall Xwalk	3	0	2	0
Mass Ave	South	Between Town Hall Xwalk and Spengler Way	18	0	14	0
Mass Ave	South	Between Spengler Way and Pleasant Street	2	0	2	0
Pleasant	West	Between Mass Ave and Maple Street	4	0	4	0
Pleasant	East	Between Lombard and Swan Street	6	0	6	0
Mass Ave	South	Between Pleasant and Medford	16	0	14	0
Mass Ave	South	Between Medford and Franklin	12	0	10	0
Mass Ave	North	Between Franklin and Broadway	6	0	6	0
Broadway	North	Between Franklin and Alton	6	0	6	0
Broadway	South	Between Franklin and Alton	6	0	6	0
Alton	West	North of Broadway	2	0	2	0
Broadway	North	Between Alton and Mass Ave	14	0	14	0
Broadway	South	Between Alton and Mass Ave	10	0	12	0
Medford St	East	North of Mass Ave	14	0	11	0
Medford St	West	North of Mass Ave	21	1	18	1
Mass Ave	North	Between Medford and Mystic	12	0	11	0
Mass Ave	North	Between Mystic and Water	14	1	14	1
Mass Ave	North	Between Water and Central	13	0	12	0



P.O. Box 301 Berlin, MA 01503
Office: 508-481-3999 Fax: 508-545-1234
Email: datarequest@pdilc.com

Arlington Center Occupancy Study

Streets 10-8pm

Date: 11/17/2012

Street:	Side:	Location: (between streets)	10:00 AM		11:00 AM		12:00 PM		1:00 PM	
			Regular	Handicap	Regular	Handicap	Regular	Handicap	Regular	Handicap
Mass Ave	South	Academy and Town Hall Xwalk	4	0	3	0	3	1	3	1
Mass Ave	South	Town Hall Xwalk and Spengler Way	17 (3)	0	17	0	17	0	17	0
Mass Ave	South	Spengler Way and Pleasant Street	2	0	2	0	2	0	2	0
Pleasant	West	Mass Ave and Maple Street	20	0	19	0	20	0	20	0
Pleasant	East	Lombard and Swan Street	14	0	11	0	11	0	13	0
Mass Ave	South	Pleasant and Medford	14	0	17	0	15	0	13	0
Mass Ave	South	Medford and Franklin	8	0	7	0	13	0	13	0
Mass Ave	North	Franklin and Broadway	6	0	6	0	6	0	6	0
Broadway	North	Franklin and Alton	6	0	5	0	5	0	5	0
Broadway	South	Franklin and Alton	6	0	6	0	6	0	6	0
Alton	West	North of Broadway	2	0	2	1	2	0	2	0
Broadway	North	Alton and Mass Ave	14	0	14	0	14	0	14	0
Broadway	South	Alton and Mass Ave	10	0	10	0	10	0	10	0
Medford St	East	North of Mass Ave	16	0	17	0	15	0	15	0
Medford St	West	North of Mass Ave	19	0	30 (2)	0	17	0	18	0
Mass Ave	North	Medford and Mystic	10 (1)	0	10	0	9	0	10	0
Mass Ave	North	Mystic and Water	11	0	14 (2)	0	12	1	11	1
Mass Ave	North	Water and Central	15	0	15	0	14	1	14	0

(1) delivery vehicle

(2) Funeral cars double parked

(3) Car parked in no parking zone

Fair at Church on Pleasant St



PO Box 301 Berlin, MA 01503
Office: 508.489.3999 Fax: 508.545.1234
Email: datarequest@pdillc.com

Arlington Center Occupancy Study

Streets 10-8pm

Date: 11/17/2012

Street:	Side:	Location: (between streets)	2:00 PM		3:00 PM		4:00 PM		5:00 PM	
			Regular	Handicap	Regular	Handicap	Regular	Handicap	Regular	Handicap
Mass Ave	South	Academy and Town Hall Xwalk	3	1	3	1	1	1	2	0
Mass Ave	South	Town Hall Xwalk and Spengler Way	17	0	16(1)	0	16	0	8	0
Mass Ave	South	Spengler Way and Pleasant Street	2	0	0	0	1	0	2	0
Pleasant	West	Mass Ave and Maple Street	17	0	7	0	3	0	1	0
Pleasant	East	Lombard and Swan Street	10	0	3	0	4	0	3	0
Mass Ave	South	Pleasant and Medford	13	0	12	0	11	0	11	0
Mass Ave	South	Medford and Franklin	11	0	8	0	7	0	7	0
Mass Ave	North	Franklin and Broadway	6	0	2	0	5	0	5	0
Broadway	North	Franklin and Alton	6	0	4	0	5	0	2	0
Broadway	South	Franklin and Alton	6	0	6	0	6	0	5	0
Alton	West	North of Broadway	2	0	2	1	2	0	2	0
Broadway	North	Alton and Mass Ave	14	0	14	0	14	0	7	0
Broadway	South	Alton and Mass Ave	9	0	10	0	10	0	12	0
Medford St	East	North of Mass Ave	9	0	11	0	14	0	11	0
Medford St	West	North of Mass Ave	13	0	14	0	24	0	18	1
Mass Ave	North	Medford and Mystic	7	0	10(2)	0	11	0	11	0
Mass Ave	North	Mystic and Water	14(1)	0	14	1	7	0	10	0
Mass Ave	North	Water and Central	15	0	14	0	13	0	9	0

(1) Car Double Parked

(2) Car parked in no parking zone



80, Box 201 Berlin, MA 01503
Office: 508.481.3999 Fax: 508.545.1234
Email: datarequests@pdillc.com

Arlington Center Occupancy Study

Streets 10-8pm

Date: 11/17/2012

Street:	Side:	Location: (between streets)	6:00 PM		7:00 PM	
			Regular	Handicap	Regular	Handicap
Mass Ave	South	Academy and Town Hall Xwalk	0	0	2	0
Mass Ave	South	Town Hall Xwalk and Spengler Way	17	0	15	0
Mass Ave	South	Spengler Way and Pleasant Street	2	0	2	0
Pleasant	West	Mass Ave and Maple Street	0	0	2	0
Pleasant	East	Lombard and Swan Street	2	0	5	0
Mass Ave	South	Pleasant and Medford	13	0	12	0
Mass Ave	South	Medford and Franklin	9	0	9	0
Mass Ave	North	Franklin and Broadway	5	0	12	0
Broadway	North	Franklin and Alton	5	0	5	0
Broadway	South	Franklin and Alton	5	0	6	0
Alton	West	North of Broadway	2	0	2	0
Broadway	North	Alton and Mass Ave	14	0	14	0
Broadway	South	Alton and Mass Ave	10	0	10	0
Medford St	East	North of Mass Ave	11	0	9	0
Medford St	West	North of Mass Ave	21	1	17	0
Mass Ave	North	Medford and Mystic	11	0	12(2)	0
Mass Ave	North	Mystic and Water	12 (1)	1	13	1
Mass Ave	North	Water and Central	11	0	12	0

(1) car double parked

(2) car parked at fire hydrant



**PRECISION
D A T A
INDUSTRIES, LLC**

EO, Box 201 Berlin, MA 01503
Office: 508.481.3909 Fax: 508.545.1254
Email: datarequests@pdillc.com

Arlington Center Occupancy Study

Lots 10am-8pm

Date: 11/17/2012

Time:	Russell Common Lot			Railroad Lot			Winslow Street		Russell Terrace		Library Lot	
	Regular	Handicap	Permit	Regular	Handicap	Bank	Regular	Handicap	Regular	Handicap	Regular	Handicap
	99	8	119	53	4	36	9	0	26	0	78	3
10:00 AM	68	2	32	18	2	36	6	0	8	0	70	2
11:00 AM	89	1	81	53	0	36	5	0	4	0	67	2
12:00 PM	65	1	43	57	1	35	6	0	6	0	72	2
1:00 PM	57	1	37	55	2	34	4	0	5	0	73	1
2:00 PM	59	1	11	55	1	28	5	0	3	0	76	1
3:00 PM	31	2	12	34	1	14	5	0	4	0	58	1
4:00 PM	38	2	69	19	0	12	7	0	4	0	40	0
5:00 PM	78	1	38	18	0	15	6	0	2	0	6	0
6:00 PM	37	0	31	43	0	20	3	0	3	0	8	0
7:00 PM	65	1	30	56	1	32	3	0	5	0	24	1

Russell Common lot Includes 2 zip car spaces within Regular Parking



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Office: 508.481.3999 Fax: 508.545.1234
Email: datarequests@pdillc.com

Arlington Center Occupancy Study

Lots 10am-8pm

Date: 11/15/2012

Time:	Swan Street		E Cambridge Bank		Jamin Java		Broadway (Franklin to Webster)	
	Regular	Handicap	Regular	Handicap	Regular	Handicap	Regular	Handicap
	8	0	20	1	21	1	25	0
10:00 AM	8	0	10	0	21	1	24	0
11:00 AM	7	0	16	0	16	0	22	0
12:00 PM	7	0	10	0	14	0	24	0
1:00 PM	7	0	10	0	13	0	20	0
2:00 PM	8	0	5	0	15	0	24	0
3:00 PM	7	0	3	0	17	0	20	0
4:00 PM	7	0	5	0	15	0	16	0
5:00 PM	6	0	4	0	15	0	6	0
6:00 PM	6	0	4	0	13	0	2	0
7:00 PM	7	0	7	0	17	0	1	0

Date: 11/15/2012

Location: Between Academy and Town Hall Xwaik

Side: South

[illegible]

Arlington Center Turnover Study
Date: 11/15/2012

Instructions: Record last three digits or letters of license plate
Check box if plate is the same as previous observation
count each block in the same direction each time
Location: Between Town Hall Xwalk and Spengler Way

Street: Mass Ave Side: South

Hour/ Space #	AM				PM					
	8:00-9:00	9:00-10:00	10:00-11:00	11:00-12:00	12:00-1:00	1:00-2:00	2:00-3:00	3:00-4:00	4:00-5:00	5:00-6:00
1	X38		PE9		890	8ZZ	8ZZ		UB8	UB8
2		K49	234	234		NFO	L77		G34	GY8
3		LW7	LW7	JP7	797	9TD	LHZ	6VM	EN9	KF7
4			Z30	Z30	Z30	870	870	DD1	DD1	
5			KK8	6NK	AK3	AK3			L68	L68
6			A76	A76	A76	A76	A76	BE3	5XF	5XF
7		529	529		72U	C73		9HW	2JT	
8		KNO	KNO	168	168	VA8	VA8		95M	95M
9			680		663	YN5		HB2	LM3	PJ8
10			6XX	6XX	6XX	7UV		A76	A76	A76
11				HJ1	6XZ	W50	W50	OPF	9WW	9WW
12		E53		K84		S47	S47	S47	T67	NKY
13		DX4	JP5	KA6	KA6	KA6	KA6		M17	
14			HIO	HIO	D07	680		S45	S45	S45
15		7BI	7BI	GDR	210	210	210	210	210	210
16	XYZ	XYZ	M17	M17	M17	8KC	8KC	AN5	AN5	AN5
17		E91	97E		808	G51	G51	KK7	6RZ	6RZ
18				5JW			5ZB			

Date: 11/15/2012

Street: Mass Ave

Side: South

Instructions: Record last three digits or letters of license plate

Check box if plate is the same as previous observation

Count each block in the same direction each time

Location: Between Spengler Way and Pleasant Street

[illegible]

Instructions: Record last three digits or letters of license plate
 Check box if plate is the same as previous observation
 Count each block in the same direction each time
 Location: Between Mass Ave and Maple Street

Date: 11/15/2012

Street: Pleasant

Side: West

Location: Between Mass Ave and Maple Street

[illegible]

Instructions: Record last three digits or letters of license plate
Check box if plate is the same as previous observation
Count each block in the same direction each time
Location: Between Lombard and Swan Street

Check box if plate is the same as previous observation

Street: Pleasant

Location: Between Lombard and Swan Street

[illegible]

[illegible]

Instructions: Record last three digits or letters of license plate

Check box if plate is the same as previous observation

Count each block in the same direction each time

Side: South

Location: Between Medford and Franklin

[illegible]

Date: 11/15/2012

Location: Between Franklin and Broadway

Side: North

[illegible]

Date: 11/15/2012

Location: Between Franklin and Alton

Side: North

[illegible]

Date: 11/15/2012

Location: Between Franklin and Alton

Side: South

[illegible]

Arlington Center Turnover Study
Date: 11/15/2012

Instructions: Record last three digits or letters of license plate
Check box if plate is the same as previous observation
Count each block in the same direction each time
Location: North of Broadway

Street: Alton

Side: West

Location: North of Broadway

[illegible]

Instructions: Record last three digits or letters of license plate
Check box if plate is the same as previous observation
Count each block in the same direction each time
Location: Between Alton and Mass Ave

Location: Between Alton and Mass Ave

[illegible]

Date: 11/15/2012

Location: Between Alton and Mass Ave

Side: South

[illegible]

Instructions: Record last three digits or letters of license plate
Check box if plate is the same as previous observation
Count each block in the same direction each time

Location: North of Mass Ave

[illegible]

Instructions: Record last three digits or letters of license plate
 Check box if plate is the same as previous observation
 Count each block in the same direction each time
 Location: North of Mass Ave

Location: North of Mass Ave

Hour/ Space #	AM				PM					
	8:00-9:00	9:00-10:00	10:00-11:00	11:00-12:00	12:00-1:00	1:00-2:00	2:00-3:00	3:00-4:00	4:00-5:00	5:00-6:00
1		NE7		VAP	VAP	VAP/772	772	772		7RG
2			7CD	J28	K89	J23	J23	WYV	7RG	2S2
3		58J	279	N85	9KW	250	250	32X	NC6	YAR
4		E22	MMF		880	880	880	880	880	880
5		L98	192	192	192	D20	D20	D20	D20	830
6		L10	640	640	640	640	640	640	640	4YC
7		832	6TZ			B88	B88	B88	A18	A18
8	640	640	640			4PB	5CB			A11
9			CTV	4VV	DK3	NE7		.	P80	560
10				365	D18	4VV	V51	V51		G3N
11	588	N18	3LF		992	SH3	SH3	R57		5AK
12	419	46	3VF	3VF	6MG	6MG	K65	K65	620	TK8
13	J15	J15		GK1	4GD	4GD	4GD	DW7	DW7	DW7
14		AA9	AA9		646	WTF	WTF	WTF	WTF	WTF
15	4GD	4G0	4GD	4GD	7BE	LOM			7SN	
16				2NJ						A78
17			666							4CM
18			TK8			M10				GAD
19										T41
20	464	464	464	464	464	464	464			D92

Arlington Center Turnover Study
Date: 11/15/2012

Instructions: Record last three digits or letters of license plate
Check box if plate is the same as previous observation
Count each block in the same direction each time
Location: Between Medford and Mystic

Street: Mass Ave

Side: North

Location: Between Medford and Mystic

[illegible]

Instructions: Record last three digits or letters of license plate
 Check box if plate is the same as previous observation
 Count each block in the same direction each time
 Location: Between Mystic and Water

Location: Between Mystic and Water

[illegible]

Instructions: Record last three digits or letters of license plate
 Check box if plate is the same as previous observation
 Count each block in the same direction each time
 Location: Between Water and Central

Location: 8between Water and Central

[illegible]



Transportation Advisory Committee, Arlington Planning Department,
730 Mass Ave, Arlington MA, c/o Laura Wiener

To: Board of Selectmen

From: Transportation Advisory Committee

Subject: Parking in Arlington Center

Date: May 20, 2013

Town Meeting Action

In spring, 2012, Town Meeting voted for a parking study (Article 54--“for investigation and implementation of paid parking”), with no funding allocation. A TAC Working Group was formed in August to start the process of looking at parking in Arlington Center with little or no funding. The Arlington Center Parking Working Group is made up of the following members:

- Howard Muise (TAC Co-chair)
- Officer Corey Rateau (Police, TAC, and Selectmen’s Parking Committee)
- Scott Smith (TAC and ABAC)
- Paul Kent (TAC and Chamber of Commerce)
- Marie Krepelka (Selectmen’s Parking Committee)
- Laura Wiener (Planning Dept. and TAC).

The goal of the Working Group was to collect data and identify potential measures to improve the efficiency and management of parking in Arlington Center, both on street and in municipal lots. In conducting the study, the working group identified the following information needed to conduct the study:

- Overall adequacy of the Town center parking supply
- Turnover (average length of stay) and utilization of on-street short-term parking
- Utilization of Russell, Railroad and Library parking lots
 - Metered parking
 - Permit parking

TAC allocated \$2000 from its account, and the Planning Department allocated \$2000 to hire a contractor to collect data on parking in Arlington Center. Counts were conducted between 8:00 a.m. and 8:00 p.m. on Thursday November 15 and Saturday November 17, 2012.

Issues

The following issues were identified during the course of the study:

Transportation Advisory Committee Members:

Elisabeth Carr-Jones, Wayne Chouinard, Jean Clark, Paul Kent, Jeff Maxtutis, Howard Muise,
Officer Corey Rateau, Scott Smith, Edward Starr, Richard Turcotte, and Laura Wiener

Web site; www.arlingtonma.gov/tac

- There is a mix of one- and two-hour spaces on Massachusetts Avenue. Except for a limited number of 15-minute spaces, should there be a uniform time limit for parking on Massachusetts Avenue?
- Should on-street spaces be metered to assure turnover and adequate short-term parking for customers?
- Monthly permits can be purchased for all day parking in the Russell Lot. Should a mechanism be provided to allow all-day parking for infrequent parkers?
- The meters in the Russell and Railroad Lots are unreliable, difficult to use (e.g., difficult to read in bright sun), and place the user in the drive aisles.

Findings

The following summarizes the results of the parking counts in Arlington Center:

- A total of 565 parking spaces are available in Arlington Center in the following locations (see Figure 1):
 - Massachusetts Avenue between Academy Street/Central Street and Franklin Street
 - Broadway Plaza
 - Broadway between Franklin Street and Alton Street
 - Alton Street south of Benton Street
 - Medford Street south of Compton Street (St. Agnes Church)
 - Pleasant Street between Massachusetts Avenue and Maple Street/Lombard Road
 - Swan Street
 - Library Parking Lot
 - Russell Common Municipal Lot
 - Railroad Lot

The Arlington Center on-street parking supply is shown below:

Arlington Center Parking Supply

Type of Space	On Street	Public Lots	Total
15 Minute	5	0	5
One Hour	103	0	103
Two Hour	63	0	63
Three Hour	0	208	208
Permit	0	123	123
Unrestricted	38	0	38
Handicap	4	15	19
Taxi	4	0	4
Zipcar	0	2	2
Total	217	348	565

- The following table shows peak weekday utilization of regular spaces (not including handicap, taxi or 15-minute spaces) by type of space for the on-street parking and municipal lots. Peak utilization of regular spaces occurred between 6:00 and 7:00 p.m. with 93 percent of the spaces occupied. On-street spaces were nearly fully occupied during that hour. Utilization between 7:00

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Figure 1 Arlington Center Parking Regulations

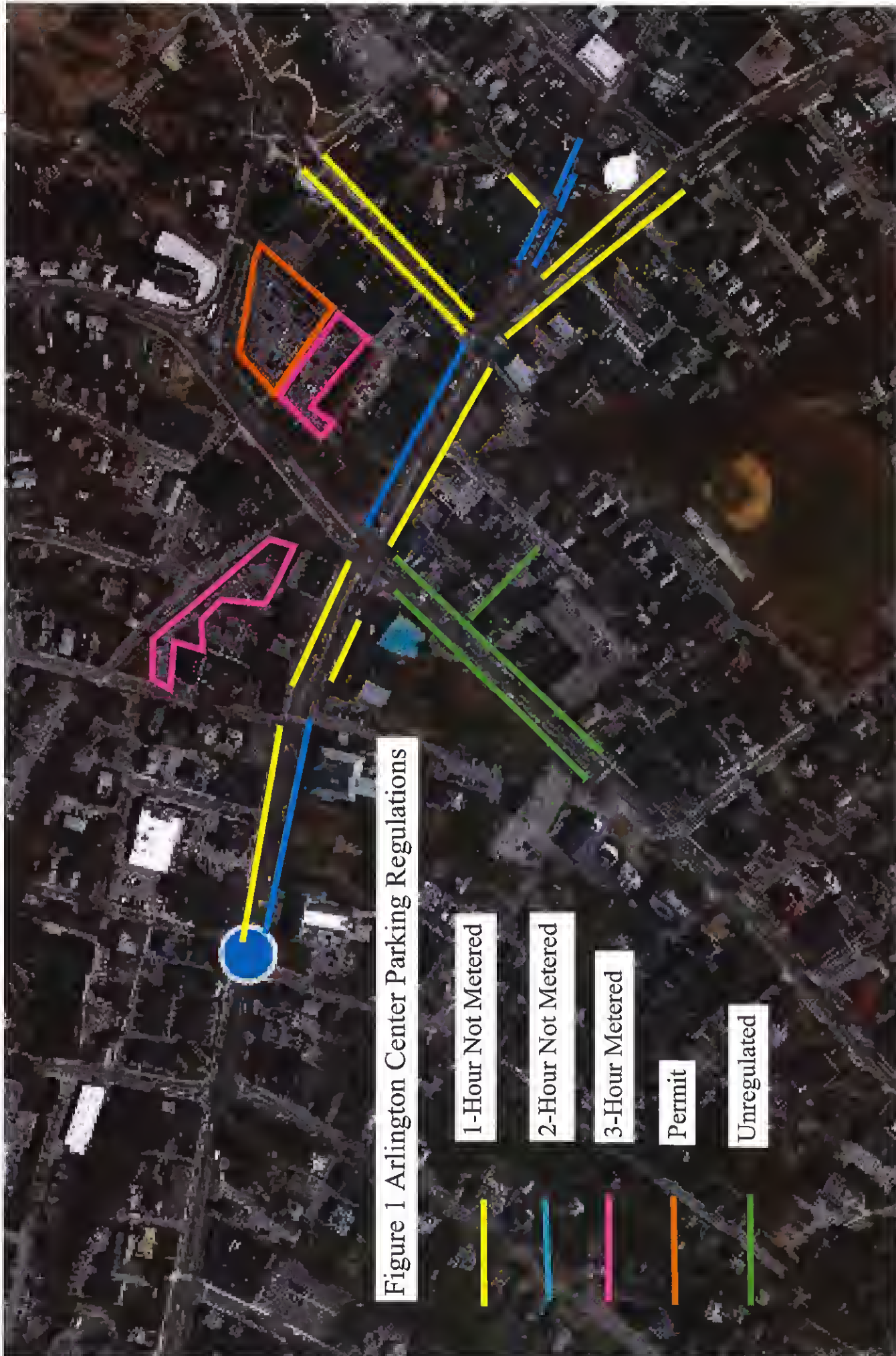
1-Hour Not Metered

2-Hour Not Metered

3-Hour Metered

Permit

Unregulated



and 8:00 p.m. was almost as high. The busiest time during day time hours was at 1:00 p.m. with 77 percent utilization.

Weekday Utilization of Regular Spaces

Type of Space	Capacity	Utilization 1:00 p.m.		Utilization 6:00 p.m.	
		No. of Cars	Percent	No. of Cars	Percent
On-Street					
One Hour	97	87	90%	100	103%
Two Hour	63	61	97%	66	105%
Unrestricted	38	31	82%	34	89%
Total	198	179	91%	200	98%
On-Street					
Parking Lots					
Three Hour	143	76	53%	118	83%
Permit	123	96	78%	123	100%
Library	65	57	88%	60	92%
Total Lots	331	229	69%	291	88%
Total On-Street and Lots					
	529	408	77%	491	93%

- The following table shows peak Saturday utilization by type of space for the on-street parking and municipal lots for general use spaces (not including handicap, taxi or 15-minute spaces). Peak utilization of the total parking supply occurred between 11:00 a.m. and 12:00 p.m. with 77 percent of the general use spaces occupied. On-street parking was fully utilized at that time. The busiest hour in the evening was between 7:00 and 8:00 p.m. with 64 percent occupancy. The on-street and non-permit spaces in the Russell and Railroad lots were 84 percent utilized at that time.

Saturday Utilization of Regular Spaces

Type of Space	Capacity	Utilization 11:00 a.m.		Utilization 7:00 p.m.	
		No. of Cars	Percent	No. of Cars	Percent
On-Street					
One Hour	97	112*	115%	88	91%
Two Hour	63	62	98%	63	100%
Unrestricted	38	37	97%	14	89%
Total	198	211*	107%	165	83%
On-Street					
Parking Lots					
Three Hour	143	142	99%	121	85%
Permit	123	81	66%	30	24%
Library	65	67	103%	24	37%
Total Lots	331	290	88%	175	53%
Total On-Street and Lots					
	529	408	77%	340	64%

* Includes double parking for church service on Medford Street

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- The following table shows that between 9:00 a.m. and 6:00 p.m. the average length of stay in the one-hour on-street spaces was 1.5 hours. Each space was occupied by an average of 4.7 vehicles over the nine hours.
- Between 9:00 a.m. and 6:00 p.m. the average length of stay in the two-hour on-street spaces was 1.6 hours. Each space was occupied by an average of 5.0 vehicles over the nine hours.
- About 27 percent of vehicles exceeded the time limit in the one-hour space.
- About 8 percent of vehicles exceeded the time limit in the two-hour spaces.
- About 5.5 percent of all vehicles parked for more than three hours.

Turnover and Average Length of Stay in On-Street Spaces

	One-Hour Spaces	Two-Hour Spaces
Number of Spaces	97	63
Total Number of Vehicles Parked	452	314
Average Turnover*	4.7	5.0
Average Length of Stay (in hours)	1.5	1.6
Number/Percent of Vehicles Parked more than One Hour	120/27%	N/A
Number/Percent of Vehicles Parked more than Two Hours	46/10%	24/8%
Number/Percent of Vehicles Parked more than Three Hours	27/6%	16/5%

* Average number of vehicles occupying each space over the course of the nine hours between 9:00 a.m. and 6:00 p.m.

Recommendation and Scope for Further Study

The Capital Planning Committee allocated \$30,000 for a parking study in FY 2014. Based on the observations listed above, additional study should be undertaken to address the issues noted earlier. The recommendation of TAC and the Planning staff is to hire a consultant to conduct further study of parking in Arlington Center, using data already collected. The following is the recommended scope for this additional study, which will produce recommendations to the Town for operating and managing the Arlington Center parking supply:

- 1) Goals of the study are to identify:
 - a) Existing usage patterns
 - b) Existing revenues and costs to maintain the town center parking supply
 - c) Potential measures to manage the existing parking supply more efficiently
 - d) User-friendly long-term parking for employees
 - e) Convenient parking for customers
 - f) Alternatives for pricing, including free parking, for various locations to meet the two previous goals
 - g) Revenues and costs associated with various pricing alternatives
 - h) Appropriate time limits for various locations
 - i) Measures to reduce parking demand where possible, with strategies such as "park once", and promoting alternative modes such as transit, bicycles and walking

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- 2) Identify best management for various pricing alternatives:
 - a) Equipment type and location (Smart Meters, Parkmobile)
 - b) Enforcement
 - c) Signage
 - d) Maintenance of signage and meters
 - e) Revenue collection and allocation
- 3) Prior to adoption of a Parking Plan, consider the following:
 - a) Improving directional signage to public parking and internal signage .
indentifying types and locations of spaces in lots
 - b) Making all on-street spaces two-hour spaces

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